

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

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August 5, 2003

FROM: GARY PENROD, Sheriff
Sheriff's Department

SUBJECT: PROCUREMENT OF FINGERPRINT ANALYSIS SERVICES FROM THE STATE OF CALIFORNIA, DEPARTMENT OF JUSTICE.

RECOMMENDATION: Authorize County Purchasing Agent to issue purchase order to the State of California, Department of Justice, for the provision of fingerprint analysis services, in the amount of \$600,000.

BACKGROUND INFORMATION: County Policy No. 11-05 requires County departments to seek Board of Supervisors' approval when contracting for services with any one vendor in excess of an aggregate amount of \$25,000, per scope of service, per department, per fiscal year. In addition, the policy requires Board of Supervisors' approval for non-competitive procurements in excess of \$25,000.

The Sheriff's Department performs fingerprinting of individuals for internal pre-employment applicants, professional licensing, school employees, foster parent applicants, adoption applicants, and others using Live Scan fingerprinting technology. These fingerprint images are electronically transmitted to the State of California, Department of Justice, for analysis. The Department of Justice then reports the findings to the appropriate agency.

The Sheriff's Department is requesting Board authorization for the Purchasing Department to issue a purchase order to the State of California, Department of Justice, in the amount of \$600,000, to cover fingerprint analysis services for 2003-04. The Department of Justice is the governmental agency that oversees individuals' criminal history throughout the country. This type of information can only be acquired through the Department of Justice. The Department of Justice has accounts with over 3,000 agencies and requires that the services be provided by purchase order rather than contract.

The fingerprint processing fees for individuals from outside agencies are fully recovered. It is estimated that eighty-five percent of the fees are recovered from outside agencies; the remaining fifteen percent is for internal pre-employment applicants.

REVIEW BY OTHERS: This item has been reviewed by County Purchasing Department (Aurelio W. De La Torre, Director) on July 24, 2003; has been reviewed and approved as to form by County Counsel (Kevin L. Norris, Deputy County Counsel) on July 25, 2003; and has been reviewed by the County Administrative Office (Mario Lara, Administrative Analyst) on July 25, 2003.

FINANCIAL IMPACT: Total expenditures for fingerprint processing in 2002-03 was \$487,800, which was offset by revenue in the amount of \$414,650. The remaining \$73,150 is for internal pre-employment applicants. Appropriations and revenue for this expenditure were included in the Sheriff's Department Budget for 2003-04.

COST REDUCTION REVIEW: The County Administrative Office has reviewed this agenda item and concurs with the department's proposal since it is a required function of the department and this expenditure will be funded within the department's existing budget allocation.

SUPERVISORIAL DISTRICT(S): All

MIN08-05 w PODOJ Fingerprint

PRESENTER: Wendy Britt, Administrative Analyst, 387-3637

Record of Action of the Board of Supervisors

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